

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7013834

Date Posted: 07/05/11

POSITION NO: 946900

Closing Date: 07/18/11

CLASS CODE: 2017

POSITION TITLE: SENIOR CONTRACT ANALYST\*\*

DEPARTMENT NAME: NAVAJO HEAD START

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: V65

Days: Monday thru Friday

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: \_\_\_\_\_ \$ 43,555.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.94 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provides training on monitoring, self-assessment and any other federal related resources to content areas staff, Head Start Policy Council, Education Committee, Board of Education, and other oversight committees of the Navajo Nation Council and/or Navajo Nation Councils. Interprets Tribal, Federal, and State Regulations governing programs, establishes and formulates policies and procedures.

Monitors and evaluates programmatic services, and develop methodology and implementation of quality assurance pursuant to Head Start Performance Standards, and provides assistance and makes on-site visitations to all five Head Start agencies for analysis of programs services delivery and makes recommendations to the Program Managers and content areas staff for corrective actions.

Attends Content Areas Meeting, Head Start Policy Council Meeting, Program Managers Meeting, and attends other meeting on behalf of the Navajo of Head Start.

Prepares varieties of technical and administrative reports. Identifies, addresses and recommends resolutions of specific problems relating to quality standards and obligated services. Prepares necessary documents for professional services agreement, memorandum coordinates resources within Program and Community,

Coordinates variety of contracts, grants, subcontracts, professional services agreements for compliance with Navajo Nation laws, State laws and Federal laws. Reviews, monitors and tracks variety of contracts, grants, subcontracts, professional services agreements to ensure funds are available and services are provided within the specific timeframe.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business Administration or closely related field; and

**Experience:**

Three (03) years of contract and/or grant administration experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, etc.)**

**Special Knowledge, Skills and Abilities:**

Good knowledge of Head Start Performance Standards; knowledge of effective parenting skills and techniques; knowledge of the Navajo Culture and Traditions; knowledge of the Navajo Nation government processes and procedures. Skilled in effective oral and written communication, skilled in public speaking in in-service training in Social Services Component. Ability to coordinate various groups (Parents, Chapter Officials, Community, etc.); ability to provide the best social services component for Head Start children; ability to understand and communication in the Navajo and English language.

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within ninety (90) days of employment, must obtain: First Aid and CPR Certification, Navajo Nation Vehicle Operator's Permit.

**\*\*UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*